**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_**

**Matching**

**Match the term to its description. Place the letter of the correct answer on the blank line.**

**\_\_\_\_\_1.** Table source **a.** Insert data so that it maintains a connection to a document

**\_\_\_\_\_2.** Draw Table **b.** A document used to manipulate numerical data

**\_\_\_\_\_3.** Table Tools Design **c.** A background color for table cells

**\_\_\_\_\_4.** Merge **d.** Insert data so that it can be edited using its original application

**\_\_\_\_\_5.** Quick Style **e.** Tab that allows you to insert a new table row

**\_\_\_\_\_6.** Link **f.** An arrangement of columns and rows used to organize data

**\_\_\_\_\_7.** Shading **g.** Tab that allows you to apply a Quick Style to a table

**\_\_\_\_\_8.** Embed **h.** Option you can use to create a table frame and insert columns and rows where you want them

**\_\_\_\_\_9.** Table Tools Layout **i.** To combine two or more cells to create a larger cell

**\_\_\_\_\_10.** Worksheet **j.** A set of preset formatting that can be applied to a table.

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**True/False**

**Circle T if the statement is true or F if the statement is false.**

**T F 1.** To create a new table, click the Insert Object button and then select the type of table to create.

**T F 2.** By default, a new table is sized to fi t the content placeholder in which it was created.

**T F 3.** To edit a worksheet object, double-click the object to display Excel’s tools.

**T F 4.** You can copy and paste data from Excel to a PowerPoint slide using the Clipboard.

**T F 5.** You must select an entire row before you can insert a new row above or below it.

**T F 6.** When moving a column, you do not have to create an empty column first for the moved data to be placed in; the existing content will move over to accommodate it.

**T F 7.** Use Distribute Columns to quickly resize all columns to the same width.

**T F 8.** Use the Blank Table option to quickly remove all formatting from a table.

**T F 9.** Bevel effects automatically apply to an entire table.

**T F 10.** If you do not specify that a picture should be tiled over selected cells, it will display in each table cell.

**Competency Assessment**